



UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS
ENGINEERS REGISTRATION BOARD

P.O.BOX 2768 Dodoma Telephone: +255 22 2122836
Email: registrar@erb.go.tz / info@erb.go.tz Website: www.erb.go.tz



ISO 9001:2015 Certified

REQUIREMENTS FOR REGISTRATION OF ENGINEERING CONSTRUCTION MATERIALS TESTING LABORATORY

In addition to filling out the appropriate application forms (also available in ERB website) and paying application fees applicants shall submit the following documents along with the application forms for consideration of registration by the Board:

1. Copy of certificate of incorporation or compliance or registration of business name (sole proprietorship/partnership) Extract from register of Registrar of Companies or ACT of establishment (parastatals/agencies)
2. Company Profile of previous materials testing works (N/A for new firms)
3. Copy of current Annual Returns filed with the Registrar of Companies (BRELA). (For New Companies Articles and Memorandum of Association)
4. Copy of current business license (if obtained)
5. Copy of office ownership/lease agreement
6. Copy of documentary evidence on ownership of Equipment & Facilities listed
7. Listing of owned quality control policy, manuals, calibration, and testing equipment etc
8. Curriculum vitae of key personnel employed by the firm.

Engineering construction materials testing laboratories are required to have at least one of the key personnel or partner registered/applied with the Board as professional or consulting engineer in one of the fields of specialization applied for registration. They are also required to have accessible office, laboratory and basic equipment and tools for carrying out materials testing works.

NB: Incomplete applications will not be processed.

HEADQUARTERS - HQ (Dodoma)
Engineers Registration Board (ERB)
3 Mahakama Road, Mhandisi Annex,
Plot Number 13, Block "A"
P.O Box 2768, 41104 Dodoma
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All Letters to be addressed to **REGISTRAR**



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	Engineers Registration Board Checklist for minimum requirement of testing laboratories Laboratory Self-Assessment Sheet	 ISO 9001:2015 Certified
Laboratory: Name		
Address		
Phone		
Laboratory Representative		

(For each item in the checklist, you are required to submit written statement or documentation where necessary relevant attachment to support compliancy)

	ITEM DESCRIPTION	RESPONSE		COMMENTS
	ORGANIZATION:	Yes	No	
A	Is the laboratory an entity which can be held legally responsible? (Provide evidence)			
	Does the organization have an Organization Chart?(In case there is more than one lab in the Institution, provide evidence of Mini lab organization charts)			
	Does the organization have operational job descriptions identifying positions and include a description of duties associated with each position, required skills, education, Registration status and experience for all Technical Personnel (Provide evidence)			
B	QUALITY ASSURANCE:			
	Does the organization have the Quality Policy and Manual?(Provide evidence)			
	Does the laboratory have quality control procedures for monitoring the validity of tests undertaken?(Provide evidence)			
	Does the laboratory demonstrate the use of reference materials/internal control?(provide evidence)			
	EQUIPMENT:			

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C	Is the laboratory furnished with all items of sampling, measurement, and test equipment required for correct performance of the tests and/or calibration items (including sampling, preparation of test items, processing and analysis of test and/or calibration data- Provide list of equipment, S/No., calibration certificate No).			
	Is the equipment and software used for testing and sampling capable of achieving the required accuracy and do they comply with the specifications relevant to tests concerned? (provide specs and accuracy of expected results)			
	Does the laboratory have procedures covering the following to ensure proper functioning and in order to prevent contamination or deterioration: <ul style="list-style-type: none"> • Safe handling? • Transport? • Storage? • Presence and use of planned maintenance of measuring equipment? Is there proof of calibration of the equipment?			

SECONDARY ASSESSMENT				
S/N	ITEM DESCRIPTION	RESPONSE		COMMENTS
1.0	COMPLAINTS	Yes	No	
	Does the laboratory have a policy and procedures for resolution of complaints received from customers or other parties?			
2.0	CONTROL OF RECORDS			
	Are all records retained in such a way that they are readily retrievable in facilities that provide a suitable environment to prevent damage or deterioration and to prevent loss?			
	Does the laboratory retain staff records, test data, calibration certificate and other relevant documents for a defined period of time?			
3.0	ACCOMMODATION AND ENVIRONMENTAL CONDITIONS			
	Does the laboratory have appropriate facilities for the correct performance of the test that are specified in the test method?			

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	Does the laboratory control environmental conditions to prevent any effect on the results?			
	Does the have Healthy and Safety measures in place?			
4.0	TEST METHODS			
	Does the laboratory use appropriate methods and procedures for all tests including:			
	Sampling			
	Sample handling and transport			
	Storage and preparation of test items?			
	Does the laboratory have instructions on operation of all relevant equipment?			
5.0	MEASUREMENT TRACEABILITY			
	Is measurement equipment traceable to the SI units or internationally recognized units?			

	Does the laboratory have appropriate reference materials?			
6.0	HANDLING OF TEST AND CALIBRATION ITEMS			
	Does the laboratory have procedures for the following regarding test and/or calibration items, including all provisions necessary to protect the integrity of the test item: <input type="checkbox"/> Retention and/or disposal? <input type="checkbox"/> Receipt? <input type="checkbox"/> Handling? <input type="checkbox"/> Protection? <input type="checkbox"/> Storage? <input type="checkbox"/> Transportation?			
	Upon receipt of the test or calibration item, are abnormalities or departures from normal or specified conditions, as described in the test or calibration method, recorded?			
	Are there records of the environmental condition of storage? (where applicable)			
7.0	REPORTING THE RESULTS			
	Are the results reported, usually in a test report or calibration certificate?			

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Does the report include at least the following information? <ul style="list-style-type: none">TitleName and address of the laboratoryUnique identification of the test reportName and address of the customerIdentification of the method usedName of the authorizing person			
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SUBMITTED: Signature_____

Name_____

Designation_____

Date_____

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